



Position Description

describes a particular “job” with a service partner

- **written by:** the campus administrator
- **perspective:** written in the 3rd person, as a job description (think resume language or a job posting)

Entry Guidelines

1. A descriptive **title** (that does not include “tutor” or general terms like “volunteer” or “intern”)
2. A 1-sentence description of the **community partner or specific program’s** mission and non-profit status (especially for senior homes, healthcare centers, and hospitals)
3. A 2 or 3-sentence description of the **nature of the placement** that includes:
 1. position responsibilities/duties
 2. issue areas being encountered
 3. beneficiaries of the service (population being served) like “elderly”, “at-risk youth”

Community Learning Agreement | *describes the student’s specific position activities for that particular term*

- **written by:** the student
- **perspective:** written in the 1st person, with “I” statements

Entry Guidelines

An effective Community Learning Agreement (CLA) should build off of the position description, adding particular details that describe the **measurable impact** of the service by including:

1. The **specific activities** that are being completed or worked on during that term
2. The **beneficiaries** (population being served) for that particular term
3. The **overall impact or outcome** of the service for that particular term

Training and Enrichment Event | *describes events, trainings, or meetings that enrich service work*

- **written by:** a campus administrator or office assistant (senior intern, student worker)
- **perspective:** written in the 3rd person, like an event announcement or listserv entry

Entry Guidelines

1. An **event title** that includes the main topic (if the event title is not descriptive enough on its own)
2. A **description of the event’s** content, participants, and purpose
3. The Bonner Program **skills, knowledge areas, or common commitments** addressed